

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/30/2017		2. CONTRACT NO. (If any) EP-W-17-003		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0012		4. REQUISITION/REFERENCE NO. PR-OLEM-17-00565			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: CATE GARRIS				f. SHIP VIA	
a. NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 15036 CONFERENCE CENTER DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY CHANTILLY		e. STATE VA	f. ZIP CODE 20151		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Office of Emergency Management	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 TASK ORDER TITLE: OIL PROGRAM GENERAL TECHNICAL SUPPORT The terms and conditions of contract EP-W-17-003 at hereby incorporated by Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$1,041,762.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
	c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$78,528.00

22. UNITED STATES OF AMERICA BY (Signature) 09/30/2017

ELECTRONIC SIGNATURE

23. NAME (Typed)
Tiffany Wilson
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/30/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0012
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>references. Services rendered under this task order are for severable services. This is a time and materials task order and is subject to Limitation of Cost and Limitations of Funds Clauses.</p> <p>The contractor shall perform services in accordance with the attached Statement of Work (SOW). This procurement is for one 12-month base year period with four(4) 12-month option year periods.</p> <p>BASE YEAR PERIOD OF PERFORMANCE: 09/30/2017 - 09/29/2018</p> <p>This is a Time-and-Material (T&M) task order that is fully funded in the amount of \$78,528.00. The task order base year ceiling is \$90,000.00 which the vendors is not authorized to exceed at it own risk. The task order base year periods amount with four (4) option years periods total is \$1,041,764.00.</p> <p>TOCOR: MARK HOWARD Admin Office: SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460</p> <p>Period of Performance: 09/30/2017 to 09/29/2018</p> <p>BASE YEAR PERIOD OF PERFORMANCE : 09/30/2017 - 09/29/2018</p> <p>THE CONTRACTOR SHALL PEROFRM THE TASK AND/OR DELIVERABLES OUTLINED IN THE BASE YEAR PERIOD</p> <p>TASK 1: GENERAL TECHNICAL SUPPORT OF POLICY DEVELOPMENT, PROGRAM IMPLEMENTATION AND TECHNICAL OUTREACH MATERIALS TASK 2: 40 CFR PART 112 TRAINING, DEVELOPMENT AND SUPPORT Continued ...</p>				78,528.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$78,528.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/30/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0012
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	<p>TASK 3: DRAFT BRIEFING MATERIALS, GENERAL SUPPORT AND TRANSITION</p> <p>TASK 4: OIL PROGRAM TRAINING DEVELOPMENT AND SUPPORT</p> <p>TASK 5: TECHNICAL TRAINING/INSPECTION EXPERTISE</p> <p>TASK 6: TRAINING/TECHNICAL MEETING LOGISTICAL SUPPORT AND CONTRACT MANAGEMENT</p> <p>Delivery: 09/30/2018</p> <p>Accounting Info: 17-H-D3R-303D91-2505-ZQ00-17D3R17017-0</p> <p>03 BFY: 17 Fund: H Budget Org: D3R</p> <p>Program (PRC): 303D91 Budget (BOC): 2505 Job #: ZQ00 DCN - Line ID: 17D3R17017-003</p> <p>Funding Flag: Partial</p> <p>Funded: \$78,528.00</p> <p>OPTION YEAR PERIOD I</p> <p>PERIOD OF PERFORMANCE : 09/30/2018-09/29/2019</p> <p>THE CONTRACTOR SHALL PERFORM THE TASK AND/OR DELIVERABLES OUTLINED IN THE BASE YEAR PERIOD</p> <p>TASK 1: GENERAL TECHNICAL SUPPORT OF POLICY DEVELOPMENT, PROGRAM IMPLEMENTATION AND TECHNICAL OUTREACH MATERIALS</p> <p>TASK 2: 40 CFR PART 112 TRAINING, DEVELOPMENT AND SUPPORT</p> <p>TASK 3: DRAFT BRIEFING MATERIALS, GENERAL SUPPORT AND TRANSITION</p> <p>TASK 4: OIL PROGRAM TRAINING DEVELOPMENT AND SUPPORT</p> <p>TASK 5: TECHNICAL TRAINING/INSPECTION EXPERTISE</p> <p>TASK 6: TRAINING/TECHNICAL MEETING LOGISTICAL SUPPORT AND CONTRACT MANAGEMENT (Option Line Item)</p> <p>09/30/2018</p>				237,455.00	
0003	<p>OPTION YEAR PERIOD II</p> <p>Continued ...</p>				240,265.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$477,720.00

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/30/2017

EP-W-17-003

0012

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	PERIOD OF PERFORMANCE : 09/30/2019-09/29/2020 THE CONTRACTOR SHALL PERFORM THE TASK AND/OR DELIVERABLES OUTLINED IN THE BASE YEAR PERIOD TASK 1: GENERAL TECHNICAL SUPPORT OF POLICY DEVELOPMENT, PROGRAM IMPLEMENTATION AND TECHNICAL OUTREACH MATERIALS TASK 2: 40 CFR PART 112 TRAINING, DEVELOPMENT AND SUPPORT TASK 3: DRAFT BRIEFING MATERIALS, GENERAL SUPPORT AND TRANSITION TASK 4: OIL PROGRAM TRAINING DEVELOPMENT AND SUPPORT TASK 5: TECHNICAL TRAINING/INSPECTION EXPERTISE TASK 6: TRAINING/TECHNICAL MEETING LOGISTICAL SUPPORT AND CONTRACT MANAGEMENT (Option Line Item) 09/30/2019 Delivery: 09/30/2020 Accounting Info: 17-H-D3R-303D91-2505-17D3R17017-001 BFY: 17 Fund: H Budget Org: D3R Program (PRC): 303D91 Budget (BOC): 2505 Job #: ZQ00 DCN - Line ID: 17D3R17017-001 Funding Flag: Partial Funded: \$0.00 Accounting Info: 17-T-D3P-303DC6-2505-17D3R17017-002 BFY: 17 Fund: T Budget Org: D3P Program (PRC): 303DC6 Budget (BOC): 2505 DCN - Line ID: 17D3R17017-002 Funding Flag: Partial Funded: \$0.00 Accounting Info: 17-H-D3R-303D91-2505-17D3R17017-003 BFY: 17 Fund: H Budget Org: D3R Program (PRC): 303D91 Budget (BOC): 2505 Job #: ZQ00 DCN - Line ID: 17D3R17017-003 Funding Flag: Partial Continued ...					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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DATE OF ORDER 09/30/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0012
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0004	<p>Funded: \$0.00</p> <p>OPTION YEAR PERIOD III</p> <p>PERIOD OF PERFORMANCE : 09/30/2020- 09/29/2020</p> <p>THE CONTRACTOR SHALL PEROFRM THE TASK AND/OR DELIVERABLES OUTLINED IN THE BASE YEAR PERIOD</p> <p>TASK 1: GENERAL TECHNICAL SUPPORT OF POLICY DEVELOPMENT, PROGRAM IMPLEMENTATION AND TECHNICAL OUTREACH MATERIALS</p> <p>TASK 2: 40 CFR PART 112 TRAINING, DEVELOPMENT AND SUPPORT</p> <p>TASK 3: DRAFT BRIEFING MATERIALS, GENERAL SUPPORT AND TRANSITION</p> <p>TASK 4: OIL PROGRAM TRAINING DEVELOPMENT AND SUPPORT</p> <p>TASK 5: TECHNICAL TRAINING/INSPECTION EXPERTISE</p> <p>TASK 6: TRAINING/TECHNICAL MEETING LOGISTICAL SUPPORT AND CONTRACT MANAGEMENT (Option Line Item) 09/30/2021</p> <p>Delivery: 09/30/2021</p> <p>Accounting Info: 17-H-D3R-303D91-2505-17D3R17017-001 BFY: 17 Fund: H Budget Org: D3R Program (PRC): 303D91 Budget (BOC): 2505 Job #: ZQ00 DCN - Line ID: 17D3R17017-001 Funding Flag: Partial Funded: \$0.00</p> <p>Accounting Info: 17-T-D3P-303DC6-2505-17D3R17017-002 BFY: 17 Fund: T Budget Org: D3P Program (PRC): 303DC6 Budget (BOC): 2505 DCN - Line ID: 17D3R17017-002 Funding Flag: Partial Funded: \$0.00</p> <p>Accounting Info: 17-H-D3R-303D91-2505-17D3R17017-003 BFY: 17 Fund: H Budget Org: D3R Continued ...</p>				244,218.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$244,218.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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DATE OF ORDER 09/30/2017	CONTRACT NO. EP-W-17-003	ORDER NO. 0012
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005	<p>Program (PRC): 303D91 Budget (BOC): 2505 Job #: ZQ00 DCN - Line ID: 17D3R17017-003 Funding Flag: Partial Funded: \$0.00</p> <p>OPTION YEAR PERIOD IV</p> <p>PERIOD OF PERFORMANCE : 09/30/2021- 09/29/2022</p> <p>THE CONTRACTOR SHALL PERFORM THE TASK AND/OR DELIVERABLES OUTLINED IN THE BASE YEAR PERIOD</p> <p>TASK 1: GENERAL TECHNICAL SUPPORT OF POLICY DEVELOPMENT, PROGRAM IMPLEMENTATION AND TECHNICAL OUTREACH MATERIALS TASK 2: 40 CFR PART 112 TRAINING, DEVELOPMENT AND SUPPORT TASK 3: DRAFT BRIEFING MATERIALS, GENERAL SUPPORT AND TRANSITION TASK 4: OIL PROGRAM TRAINING DEVELOPMENT AND SUPPORT TASK 5: TECHNICAL TRAINING/INSPECTION EXPERTISE TASK 6: TRAINING/TECHNICAL MEETING LOGISTICAL SUPPORT AND CONTRACT MANAGEMENT (Option Line Item) 09/30/2021</p> <p>Delivery: 09/30/2022 Accounting Info: 17-H-D3R-303D91-2505-17D3R17017-001 BFY: 17 Fund: H Budget Org: D3R Program (PRC): 303D91 Budget (BOC): 2505 Job #: ZQ00 DCN - Line ID: 17D3R17017-001 Funding Flag: Partial Funded: \$0.00 Accounting Info: 17-T-D3P-303DC6-2505-17D3R17017-002 BFY: 17 Fund: T Budget Org: D3P Program (PRC): 303DC6 Budget (BOC): 2505 DCN - Line ID: 17D3R17017-002 Funding Flag: Partial Continued ...</p>				241,296.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$241,296.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
09/30/2017

CONTRACT NO.
EP-W-17-003

ORDER NO.
0012

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Funded: \$0.00 Accounting Info: 17-H-D3R-303D91-2505-17D3R17017-003 BFY: 17 Fund: H Budget Org: D3R Program (PRC): 303D91 Budget (BOC): 2505 Job #: ZQ00 DCN - Line ID: 17D3R17017-003 Funding Flag: Partial Funded: \$0.00					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**OFFICE OF EMERGENCY MANAGEMENT
REGULATION, EVALUATION AND TECHNICAL SUPPORT**

TASK ORDER: EP-W-17-003/ 0013
TASK ORDER TITLE: **Facilitation, Leadership Development, and Office-Wide Retreat Support**

STATEMENT OF WORK

I. BACKGROUND

OEM is responsible for managing several environmental programs including the Risk Management Program (RMP), the Emergency Planning and Community Right-to-Know (EPCRA) program, the Superfund Removal program, and the Oil Pollution program. As a result, OEM works closely with their Regional offices in overseeing and coordinating the day to day activities and efforts related to these programs. To facilitate this collaboration, OEM holds management and office wide retreats to discuss priorities and the future direction of the various programs.

II. SCOPE OF WORK

The contractor shall provide strategic planning, facilitation and leadership support for the Office of Land and Emergency Management (OLEM), Office of Emergency Management (OEM) conferences and meetings related to OEM senior management and staff office wide retreats. Support for this task order should also include an experienced, skillful facilitator to conduct interviews with each OEM staff and manager, provide developmental training exercises and training materials, pre-retreat development of an agenda and topical discussions to include strategic planning, and provide highlights after the meeting.

III. PERIOD OF PERFORMANCE

The period of performance for the Base Period shall be date of award through December 12, 2018.

The Government has the option to extend the effective period of this task order for 4 additional periods. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. The period of performance for the Task Order Option Periods are defined below:

	To:	From:
Base Period	12/13/2017	12/12/2018
Option Period I	12/13/2018	12/12/2019
Option Period II	12/13/2019	12/12/2020
Option Period III	12/13/2020	12/12/2021
Option Period IV	12/13/2021	12/12/2022

IV. TASKS

TASK A-1: DEVELOP WORK PLAN PROPOSAL

- The contractor shall provide a Work Plan Proposal to the EPA Contracting Officer (CO). The work plan proposal shall include a description of the contractor's technical approach for accomplishing this work assignment, identification of all potential data sources and methods for analysis, a cost breakout of labor hours and dollars by labor category for each task with total summary of all tasks and any Other Direct Costs (ODC), and a detailed technical and staffing plan. The work plan shall also include a schedule of deliverables.

DELIVERABLES	DUE DATES
Develop Work Plan Proposal	NLT 21 days after receipt of Awarded Task Order

TASK 1: SUPPORT OEM MANAGEMENT STAFF RETREAT

The Contractor shall provide support through the following:

- The contractor shall provide support for an OEM management staff retreat to be held in FY2017 and/or FY2018. This support will include development of draft agenda, discussion documents, training materials, and exercises, based on discussions with and materials from the TOCOR. Agenda items/topics and meeting materials shall be provided to the TOCOR, giving the date of the meeting. The contractor will then provide a draft of the agenda and meeting materials. The TOCOR will review and comment on the agenda and meeting materials and provide those comments to the contractor. Any modifications to the deliverable will be requested by the TOCOR in a written TDD. Any modifications requested by EPA shall be incorporated and submitted to the TOCOR within 10 days of the request.
- The contractor shall provide facilitation and logistical support for the OEM management staff's retreat, such as securing meeting facilities, ensuring availability of necessary audio-visual equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group discussions, and ensuring proper set up of the meeting room.

DELIVERABLES	DUE DATES
OEM Management Staff Retreat – Prepare and develop draft agenda items/topics and materials for TOCOR review.	30 days prior to staff retreat
Finalize Agenda and materials	Within 10 days.
Provide logistical support for retreat	Within 30 days of the scheduled retreat.
Prepare technical summaries of retreat.	Within 10 days of scheduled retreat.

TASK 2: SUPPORT OEM OFFICE WIDE RETREAT

- The contractor shall provide support for an OEM office wide retreat to be held in FY2017 or FY2018. This support will include development of draft agenda, discussion documents, training materials, and exercises, based on discussions with and materials from the TOCOR. Agenda items/topics and meeting materials shall be provided to the TOCOR via written technical direction giving the date of the meeting. The contractor will then provide a draft of the agenda and meeting materials. The TOCOR will review and comment on the agenda and meeting materials and provide those comments to the contractor. Any modifications to the deliverable will be requested by the TOCOR in a written TDD. Any modifications requested by EPA shall be incorporated and submitted to the TOCOR within 10 days of the request.
- The contractor shall provide facilitation and logistical support for the OEM office wide retreat, such as securing meeting facilities, ensuring availability of necessary audio-visual equipment, ensuring an experienced, skillful facilitator is available during the meeting to facilitate group discussions, and ensuring proper set up of the meeting room.

DELIVERABLES	DUE DATES
OEM Office-wide Retreat – Prepare and develop draft agenda items/topics and materials for TOCOR review.	30 days prior to staff retreat
Finalize Agenda and materials	Within 10 days.
Provide logistical support for retreat	Within 30 days of the scheduled retreat.
Prepare technical summaries of retreat.	Within 10 days of scheduled retreat.

TASK 3: SUPPORT LEADERSHIP DEVELOPMENT

Leadership Development

At the request of the TOCOR through written technical direction, the contractor shall develop and implement a strategic leadership plan program for OEM managers. The program shall include elements such as, group and individual leadership development strategies, leadership assessments, goal setting exercises, and group and individual feedback.

DELIVERABLES	DUE DATES
Support Leadership Development Prepare draft leadership plans for TOCOR plan and supporting plans.	Within 30 days of first meeting.
TOCOR to finalize strategic plans.	Within 15 days

V. POINT OF CONTACT

Contracting Officer's (CO)
Tiffany Wilson
EPA's Office of Acquisitions Management/ Headquarters Contracts Service Center
Wilson.tiffany@epa.gov
(202)564- 3268

Contracting Specialist (CS)
Miranda Smith
EPA's Office of Acquisitions Management/ Headquarters Contracts Service Center
(202)564-0456
Smith.miranda@epa.gov

Contracting Officer's Representative (COR)
Portia Perry
EPA's Office of Land and Emergency Management / Office of Emergency Management /
Resources
(202) 564-2285
Perry.portia@epa.gov

VI. TERMS AND CONDITIONS

The following additional terms and conditions are requirements of this task order:

TECHNICAL DIRECTION

Technical Direction

In accordance with contract clause EPAAR 1552.237-71–Technical Direction, only the Task Order Contracting Officer Representative (TOCOR) and Contracting Officer (CO) are authorized to provide technical direction during performance of this task order. Technical direction is binding on the contractor.

Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general description of work; shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

Technical direction must be within the scope of the contract and any task order there under. The TOCOR does not have the authority to issue technical direction which:

- (1) Requires additional work outside the scope of the contract or task order;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract or task order;
- (4) Alters the period of performance of the contract or task order; or
- (5) Changes any of the other express terms or conditions of the contract or task order.

If, in the contractor's opinion, any instruction or direction falls within any of the categories defined in paragraph (c) of the Technical Direction clause, the contractor shall not proceed but shall notify the CO in writing within 3 days after receiving it and shall request that the CO take appropriate action.

Technical Communication

Agency employees (other than the TOCOR or CO) such as a "technical lead", may engage in technical communication with contractor employees, but are not authorized to give technical direction. Technical communication is the informal exchange of information between Federal employees and contractors. Such communications includes information exchanged on a broad range of topics such as, but not limited to: scientific information, research information or information technology. Technical communication is more general in nature than technical direction; it does not direct the contractor and is not binding on the contractor.

GOVERNMENT PRINTING

Performance under this task order calls for printing or duplication that exceeds the maximum limitations described in EPAAR 1552.208-70–Printing. Any printing or duplication called for under this task order in excess of those limits must be performed by EPA's Print Shop or by the Government Printing Office (GPO). The contractor shall coordinate with the Task Order Contracting Officer's Representative (TOCOR) on all printing or duplication to be completed by EPA's Print Shop or the GPO.

TRAVEL

Performance under this task order requires travel. The contractor shall conduct local and Continental United States (CONUS) travel in accordance with GSA's Federal Travel Regulation found here: www.gsa.gov/ftr. The contractor shall conduct Outside the Continental United States (OCONUS) travel in accordance with the Department of Defense Joint Travel Regulations found here: <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>. The contractor shall adhere to the requirements of Federal Acquisition Regulation (FAR) Subpart 31.2 in incurring allowable travel costs under this task order.

EPA GREEN MEETINGS AND CONFERENCES (EPAAR 1552.223-71) (MAY 2007)

- (a) The mission of the EPA is to protect human health and the environment. We expect that all Agency meetings and conferences will be staged using as many environmentally preferable measures as possible. Environmentally preferable means products or services that have a lesser or reduced effect on the environment when compared with competing products or services that serve the same purpose.
- (b) As a potential meeting or conference provider for EPA, we require information about environmentally preferable features and practices your facility will have in place for the EPA event

described in the solicitation.

- (c) The following list is provided to assist you in identifying environmentally preferable measures and practices used by your facility. More information about EPA's Green Meetings initiative may be found on the Internet at <http://www.epa.gov/oppt/greenmeetings/>. Information about EPA voluntary partnerships may be found at <http://www.epa.gov/partners/index.htm>.
- (1) Do you have a recycling program? If so, please describe.
 - (2) Do you have a linen/towel reuse option that is communicated to guests?
 - (3) Do guests have easy access to public transportation or shuttle services at your facility?
 - (4) Are lights and air conditioning turned off when rooms are not in use? If so, how do you ensure this?
 - (5) Do you provide bulk dispensers or reusable containers for beverages, food and condiments?
 - (6) Do you provide reusable serving utensils, napkins and tablecloths when food and beverages are served?
 - (7) Do you have an energy efficiency program? Please describe.
 - (8) Do you have a water conservation program? Please describe.
 - (9) Does your facility provide guests with paperless check-in & check-out?
 - (10) Does your facility use recycled or recyclable products? Please describe.
 - (11) Do you source food from local growers or take into account the growing practices of farmers that provide the food? Please describe.
 - (12) Do you use bio-based or biodegradable products, including bio-based cafeteria ware? Please describe.
 - (13) Do you provide training to your employees on these green initiatives? Please describe.
 - (14) What other environmental initiatives have you undertaken, including any environment-related certifications you possess, EPA voluntary partnerships in which you participate, support of a green suppliers network, or other initiatives? Include "Green Meeting" information in your quotation so that we may consider environmental preferability in selection of our meeting venue.

VII. TECHNICAL EVALUATION CRITERIA

The following evaluation criteria shall be used to evaluate the contractor's proposal

1. TECHNICAL APPROACH

The contractor will be evaluated on its technical approach to the task order. The technical approach should demonstrate and describe in more detail the technical details of how the project/task will be developed and how will this flow together using the time table for each event as well as each phase of the task.

2. TECHNICAL CAPABILITY

The contractor will be evaluated on its demonstrated understanding and ability to perform the requirement. Must have knowledge of conducting interviews; working through sensitive, confidential issues; conflict and/or situation analysis; convening appropriate parties; design of appropriate processes or interventions; logistics including securing meeting

rooms, distributing invitations to participants, and provision of other services as necessary; and organizational assessment and facilitate off-site retreats.

3. LABOR MIX

The contractor will be evaluated on its proposed labor mix. The labor mix should include professionals with relevant experience/ expertise in strategic planning, facilitation and leadership development related activities.

4. KEY PERSONNEL

The contractor's proposed Key Personnel will be evaluated on demonstrated experience, education, and qualifications necessary to successfully manage and perform the task order SOW.